

South Whitley Cleveland Township Public Library is seeking an innovative and full-time director to lead a newly-renovated and progressive library further into the 21st century. New hire will work alongside a staff of fourteen, a 7-member Board of Trustees, and community leaders to impact a progressive community with exciting programs and services for this community cornerstone.

Candidates must possess the following qualifications:

- Bachelor's degree from an accredited college or University and Master's degree classes to meet state certification level.
- Outgoing and enthusiastic personality with the ability to communicate effectively with staff and public.
- Possess effective speaking and writing skills.
- Must be organized, disciplined, and able to think ahead.
- Demonstrates initiative and successful long-range planning abilities.

Duties and responsibilities include:

- Oversee the day to day operations of the Library.
- Organize services and staffing of the library to meet defined goals and objectives.
- Seek funding for library programs, including grants for services.
- Attend monthly Library board Meetings, working with Board to develop annual budget, strategic and technology plans.
- Serve on community organizations as a Library representative
- Work closely with staff on all facets of the Library.
- Evaluate community interests and develop best methods to provide services
- Direct the overall maintenance of the building and grounds.

A detailed list of qualifications and duties is available upon request.

Salary ranges from \$30,000 - \$40,000 annually depending on qualifications, education, experience and performance. Some benefits apply.

Please send letter of interest, resume, and three professional references to the Board President listed below:

Mrs. Patricia Weybright – So. Whitley Cleveland Twp. Board President
111 N. Main Street
South Whitley, IN 46787

Questions or inquiries please email: hp.veybright@embarqmail.com